



**Request for CIO Approval to Purchase from General Services Administration
Schedule 70 for Information Technology Goods and Services
Virginia Information Technologies Agency**

**TO BE COMPLETED BY AGENCY INFORMATION TECHNOLOGY RESOURCE
(AITR)**

INSTRUCTIONS: The AITR should complete basic information about the GSA Schedule 70 Purchase request and make an initial review and determination of whether the request meets the criteria specified on this Checklist.

Agency Name/Agency Code _____

Description of the Technology Product or Service Sought _____

Commodity Code _____

Total Cost of the Technology Product or Service Sought as Calculated Over the Entire Lifecycle of the Procurement or the Project \$ _____

Vendor/Supplier _____

1. Can the technology product or service sought be procured from an existing statewide contract?

Yes No

? ?

2. The total cost of the technology product or service sought, as calculated over the entire lifecycle of the procurement or the project, is _____.

3. The agency has surveyed other vendors/suppliers from which to obtain the technology product or service sought and found the following prices:

Name of Vendor/Supplier	Price for Technology Product or Service Sought

4. The agency has fully documented the results of its price-reasonableness survey in its procurement file and the agency has determined that in fact, the price is fair and reasonable.

Yes No

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5. The GSA vendor is registered in eVA and will accept Virginia's statutorily required terms and conditions.

Yes No

? ?

Print Name of AITR _____

AITR Signature _____

Date _____

CIO APPROVAL

Yes No

? ?

CIO SIGNATURE

Date: _____